

Mail Out is a new web page providing parents and community with a place

to subscribe to a district-wide email list and receive district news and updates via email. Users can also sign up for *school-specific* information delivered by email.

Register to Receive Email from Mail Out!

1. Visit <http://www.chippewavalleyschools.org/mailout/>
2. Fill in the blanks shown at right. Only a few are required. You must enter your password twice.
3. Click the **Create Subscription** button.

Address _____
Address 2 _____
City _____
Phone Number _____
Email Address * _____
Password * _____

MailOut enables members to receive electronically, computer, alert other news. To account here a following screen
Zip _____
Should you have please e-mail

You are now subscribed to the district email news list. You may expect to receive occasional emailed updates on bond projects, school elections, and other district-wide information.

This step is critical!

Now Subscribe to IAM School List!

1. Click the link shown at right. The web page that appears allows you to ...
 - Change your name
 - Unsubscribe from the district list.
 - Change your password.
 - Add or delete additional email addresses
 - Subscribe to more email lists for your school, club, or group.

Chippewa Valley Schools – Mail Out Administration
E-mail Opt.In Registration

- Subscribe to more email lists for your individual school.
- Add additional email addresses
- Unsubscribe from any email list
- Change your password.

Click here to add subscriptions.

2. To subscribe to more email lists, scroll to the bottom of the web page.
3. Click on the "Select a Building" menu and select your desired school.
4. Check the desired checkboxes.
5. Click the **Add Subscriptions** button.
6. Continue adding subscriptions as desired.
7. Return to home page and Click (Logout) at the top of the page when finished.

Click here to change any of these options -OR- Return to the Chippewa Valley Schools home page

- Dakota High Serloul, 12tr ([unsubscribe](#))
- Cherokee Elementary, 5th ([unsubscribe](#))
- Dakota High School, 9tr ([unsubscribe](#))

It's easy to unsubscribe

As you add subscriptions, a list builds at the bottom right of the page. You may click the ([unsubscribe](#)) link to remove that subscription.

Return Later to Make Changes!

1. Revisit <http://www.chippewavalleyschools.org/mailout/>
2. Fill in the bottom two blanks under Login: Subscribers and click the [Login] button.
3. Again, the web page appears allowing you to ...
 - Change your name.
 - Unsubscribe from the district list.
 - Change your password.
 - Add or delete your email addresses.
 - Subscribe or unsubscribe to email lists for more grade levels, schools, clubs, or groups.